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PRESENT FUNCTIONS

NEA/ADMIN [REDACTED]

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(Quoted from NEA CIA Bulletin [REDACTED] dated 16 Sept. 1952)

NEA/CIA BULLETIN [REDACTED]

SUBJECT: Administrative Support for the NEA Division

1. Effective this date ---.
2. ---. These Sections will perform the following duties in close coordination with the appropriate country and staff

branches:

a. [REDACTED] ---.

b. [REDACTED] will be responsible for the accomplishment of all actions necessary to provide supplies and services for personnel and activities within the NEA Division's responsibility to include:

- (1) Procurement of supplies and equipment
- (2) Office space and service
- (3) Automobiles (official and quasi-personal)
- (4) Parking facilities
- (5) Shipping and transportation
- (6) Real estate procurement
- (7) Maintenance
- (8) Physical security
- (9) Miscellaneous services

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c. [REDACTED] ---.

3. ---.

4. ---.

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[REDACTED]

Chief
Division of Near
East and Africa

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* It is understood that this function has since been transferred from the

[REDACTED]

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